

Safety and Security Frequently Asked Questions (FAQ)

1. How often do I report to NTD?

Reporting frequency depends on the size of the transit agency; Safety and Security forms are submitted either monthly or quarterly.

Agencies with 100 or more vehicles operated in maximum service (including directly operated and/or purchased transportation) must submit Safety and Security forms monthly for all modes and types of service. All agencies not meeting the criteria for monthly reporting are required to submit all Safety and Security forms at least quarterly. Agencies may elect to report more frequently (i.e., monthly).

2. When are Safety and Security forms due?

Safety and Security forms are due 30-days after the close of the reporting period. Agencies, however, may complete and submit forms any time before this deadline. That is, an agency may find it more convenient to complete and submit Major Incident Reporting forms within a few days after the occurrence of an incident rather waiting to submit all Major Incident Reporting forms 30-days after the end of the reporting period.

3. What reporting exemptions apply?

- Transit agencies (directly operated and purchased service) in or serving an urbanized area (UZA) of 200,000 or less population need not complete security information.
- The safety portion of reporting forms need not be completed for commuter rail operations (only security data need be completed).
- Agencies with nine or fewer vehicles need not report safety or security information

4. How many forms are there in the Safety and Security Module?

The following five forms make up the Safety and Security Module:

Form Name	Form Purpose	Submission Frequency	Forms Submitted
Incident Mode Service	Gives NTD the information needed to generate all of the safety and security forms the agency will need to complete for the reporting year.	Annual	One per agency
Ridership Activity	Provides NTD with monthly/quarterly information on service provided by the transit agency.	Monthly/quarterly (dependent on agency size)	One per mode/service type combination
Security Configuration	Reports the number and type of police/security personnel used to provide security at a transit agency.	Annual	One per mode
Major Incident Reporting	Provides detailed information on the most serious safety and security incidents occurring at a transit agency.	Monthly/quarterly (dependent on agency size) – only if a Major Incident has occurred	One per major incident occurring at the agency
Non-Major Summary	Provides summary information on less serious safety and security incidents occurring at a transit agency.	Monthly/quarterly (dependent on agency size)	One per mode/service type combination

5. How do I begin reporting the first time?

The Incident Mode Service form must be completed before any other Safety or Security forms can be generated or completed.

This form is used to collect the number of vehicles operated in maximum service by the transit agency. The information entered by the transit agency on this form is used by the NTD to customize the incident reporting forms for the transit agency.

By completing this form, the NTD has all of the information it needs to decide which Safety and Security forms must be completed by the transit agency for the year; a custom list of blank forms is automatically generated for the transit agency to ensure the right forms are completed by the agency over the course of the year. For example, quarterly forms are automatically generated if the agency is deemed to be a quarterly reporter; monthly forms are generated for those agencies that are monthly reporters. By completing the Incident Mode Service form, the NTD has the information to generate one form per mode of service operated by the transit agency, for forms that require submission of data by mode.

6. What is a Major incident?

A transit related incident involving one or more of the following:

- A fatality
- Injuries requiring immediate medical attention away from the scene for two or more persons
- Property damage equal to or exceeding \$25,000
- An evacuation due to life safety reasons
- A collision at a grade crossing
- A main-line derailment
- A collision with person(s) on a rail right of way resulting in injuries that require immediate medical attention away from the scene for one or more persons
- A collision between a rail transit vehicle and another rail transit vehicle or a transit non-revenue vehicle resulting in injuries that require immediate medical attention away from the scene for one or more persons

Both safety and security incidents meeting this threshold (e.g., homicides or arsons causing over \$25,000 damage) are reported on the Major Incident Reporting form.

7. What is a Non-Major incident?

A transit related incident involving one or more of the following:

- Incidents involving injuries (requiring immediate medical attention away from the scene) that have not been reported as a Major incident
- Property damage equal to or exceeding \$7,500 (but less than \$25,000)
- All fires that have not been reported as Major incidents are to be reported, regardless of property damage.

8. What if I had no incidents for a mode and service type this reporting period?

- Open the Non-Major Summary form.
- If there is no non-major safety or security information to report, check the No Non-Major Incident Data to Report box.
- If there is no non-major safety or security information to report, check the No Major Incident Data to Report box.

9. What is an “injury?”

An injury is defined as any physical damage or harm to persons as a result of an incident that requires **immediate medical attention away from the scene**. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. An individual seeking medical care several hours after an incident or in the days following an incident is not considered to have received “immediate medical attention.”

10. In past years, the term “patrons” was used. Is this different than “passengers/”

In a change from previous reporting years, a new category, passenger, is being introduced. The term, passenger, refers to a person who is on-board a transit vehicle or who is boarding or alighting, including those using ramps or lifts. This term is more restrictive than the term “patrons” used in past years that also encompassed those who had just used or intended to use the transit system.

How is property damage calculated?

Property damage is calculated as the estimated dollar amount required to repair or replace all vehicles (including transit revenue and non-revenue and non-transit vehicles) or public or private property/facilities (including track, signals, buildings, and private facilities damaged) involved in the incident to a state equivalent to that which existed prior to the incident. **In a change from previous year reporting, estimated damage is for the entire incident and includes damage to other vehicles and property involved in the incident and not owned by the transit agency.**

11. Where is a suicide reported?

To report a suicide, open the Non-Major Summary form and click on the Suicide button. Suicides are never reported using the Major Incident Reporting form.

12. Where are facility evacuations reported?

Only vehicle evacuations (not facility evacuations) are reported in NTD.

Vehicle evacuations only refer **situations** that result from life safety events (such as a fire, the presence of smoke, fuel leak, or electrical hazard that constitutes an imminent danger to passengers, employees, contractors, or other persons) require the completion of a Major Incident Reporting form.

13. Is there training available?

Seminars will be provided by FTA beginning in mid-February. Safety and security training will be a part of each seminar. To access the training schedule, go to www.NTDProgram.com and click on Seminars.

14. Who can I call for more assistance?

For more assistance, call or email your NTD analyst using the contact information on the Home screen.

15. Where can I get a reporting manual?

Reporting manuals will be posted to the NTD web site and will be available on the Help screen.